

INVITATIONAL SCHOLASTIC CONTEST February 28, 2018 Entry Form Instructions

1. Go to:
http://www.msoc.edu/academics/academic_affairs/scholastic_competition_2018.aspx
2. Download *MSC Student Participant Entry* spreadsheet.
3. Be sure to save the spreadsheet under your school name.
4. Enter all participants for your school.
5. Upload the spreadsheet through the *Scholastics Participants Submission* form.

Things to know:

- ✓ Entries must be submitted using the entry spreadsheet.
- ✓ The entry form must be uploaded using Scholastics Contest form.
- ✓ Deadline: Entries must be in the Academic Affairs Office by **February 21, 2018 by 5:00pm**
- ✓ Substitution: To submit a substitution enter the name of the new student to be substituted and remember to mark the substitution column with a "Y". Only one student can be entered per exam. If participant is not marked as a substitute on the entry form the first name entered as a participant for a duplicate exam will be entered for the official participant.
- ✓ If you have any issues with submitting entries. Please contact Jana Imotichey at 580-387-7110 or jlimotichey@msoc.edu.